

CONOVER FIRE DEPARTMENT

PRE-INSPECTION CHECKLIST

Please inspect your premises for the fire and life-safety items listed below. If item is in compliance with requirements, please place a check on the line. If item is not in compliance, please correct the item(s) as soon as possible. Our goal, as well as yours, is to maintain fire and life-safety and a pleasant environment for your and your patrons. Thank you for your prompt attention to these matters.

EXITS

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| <input type="checkbox"/> Door/Aisle is not obstructed. | <input type="checkbox"/> Exit door opens easily. |
| <input type="checkbox"/> Illuminated exit signs maintained in working order. | <input type="checkbox"/> Doors with panic hardware shall have no other locking devices |
| <input type="checkbox"/> Proper lock/hardware on exit door.
(No flush bolts, hasps, etc.) | <input type="checkbox"/> Sign over door "This door to remain unlocked during business hours," if main entrance door is equipped with a double keyed deadbolt. |
| <input type="checkbox"/> Clear access around building maintained. | |
| <input type="checkbox"/> Evacuation plans known by all employees. | |

EXTINGUISHERS / FIRE PROTECTION EQUIPMENT

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| <input type="checkbox"/> Extinguisher(s) installed as required. | <input type="checkbox"/> Extinguisher not obstructed. |
| <input type="checkbox"/> Hood extinguishing system 6-mo. Service and new service tag has been attached. | <input type="checkbox"/> Fire extinguisher top does not exceed 5-feet from floor as mounted. |
| <input type="checkbox"/> Extinguisher has been serviced within the past year completed. | <input type="checkbox"/> Fire alarm system in proper working order.
(Records are kept) |
| <input type="checkbox"/> 40B or Class K extinguisher installed for Hood & Duct System. | <input type="checkbox"/> 18" clearance between storage and sprinkler head. |

ELECTRICAL

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|---|---|
| <input type="checkbox"/> No extension cords in use in place of permanent wiring. | <input type="checkbox"/> Circuit breakers are labeled. |
| <input type="checkbox"/> Electrical panel is not overloaded / obstructed. | <input type="checkbox"/> No broken or faulty switch/outlets. |
| <input type="checkbox"/> No multi-plug adapters in use, other than approved power taps. | <input type="checkbox"/> Electrical cords do not extend through walls, ceilings, floors, under doors, or floor coverings. |
| <input type="checkbox"/> There are no spliced or frayed cords/wires. | <input type="checkbox"/> No exposed wire not in conduit. |
| <input type="checkbox"/> Spacer(s) in electrical panel gap(s) provided. | <input type="checkbox"/> No missing/broken electrical cover plate(s). |

APPLIANCES / MECHANICAL DEVICES

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| <input type="checkbox"/> No propane being used in building. | <input type="checkbox"/> All appliances are properly vented. |
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STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING

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|---|---|
| <input type="checkbox"/> No combustible material stored near ignition source | <input type="checkbox"/> Compressed gas cylinders secured. |
| <input type="checkbox"/> No accumulation of combustible material. | <input type="checkbox"/> Flammable liquid properly stored. |
| <input type="checkbox"/> Storage of oily rags in non-combustible container w/lid. | <input type="checkbox"/> Area around building free of combustible material (weeds, trash, boxes, etc.). |
| | <input type="checkbox"/> "No Smoking" signs installed as required. |

MISCELLANEOUS

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| <input type="checkbox"/> Street address posted with minimum 4" numbers with minimum stroke width of .5 inch on a contrasting background, visible from street. | |
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NOTE: This list is a general guideline only for common violations that can be readily determined by the occupant.

